

Veteran Patient Funds Service (VPFS) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Establish a Station Creation Date where the new system will be the production system.			
2. The VistA account needs to have all the VistA patches that VPFS depends on installed including PSL, PSD, Kaajee, VistALink, Esignature and PRPF (VPFS/Patient Funds) patches			
3. The VistaLink connector needs to be installed and the VistALink Proxy user will need to be created. Provide access/verify codes to 4c below.			
4. Coordinate with the VPFS Database Administrator and the EMC/WebLogic team to set up the following applications that will allow your site to connect to the VPFS software <ul style="list-style-type: none"> A. VISTALINK - The EMC will create the adapter/connector on the application server including the update to the gov.va.med.vistalink.connectorConfig.xml file. B. KAAJEE - kaajeeConfig.xml will need the IP and port added C. The EMC will need the DNS information as well as the VistaLink Proxy access/verify codes 			
5. The STD_Institution table will need to have a record added for station 675			
6. Confirm that users accessing VPFS have the following minimum browser and system requirements <ul style="list-style-type: none"> A. IE v6.0 SP2 B. Netscape v7.1 C. VistA Access/Verify Codes 			
7. Using the table provided in section 1.3 and 1.4 of the			

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<p>VPFS User Guide v1.0 coordinate with the VPFS Users the roles necessary to perform the functions defined in the software. Grant users the following keys (file 200) based on those findings.</p> <ul style="list-style-type: none"> A. PRPF_BASIC_OFFICIAL_USER B. PRPF_BASIC_PFC C. PRPF_LEAD_PFC D. PRPF_PFC_SUPER E. PRPF_VPFS_SYSTEM_ADMIN F. PRPF_VPFS_SECURITY_ADMIN G. PRPF_ACCOUNT_OVERDRAW H. PRPF_DEFERRAL_OVERRIDE I. PRPF_RESTRICTION_OVERRIDE J. PRPF_DATA_MIGRATION_USERS 			
<p>8. Grant each user accessing the VPFS system the following secondary menu options</p> <ul style="list-style-type: none"> A. PRPF RPC UTILS B. XOBESIG USER C. DGRG GUI PATIENT LOOKUP D. DGRG PATIENT SERVICE QUERY 			
<p>9. Ensure that each user accessing the VPFS system has and is aware of their vista electronic signature code</p>			
<p>10. Make the following settings on the user's PC</p> <ul style="list-style-type: none"> A. Configure the web browser of each user to accept the *.va.gov web address in the security tab of the internet options. B. Set the web browser to allow pop ups on the VPFS site. C. Set the screen resolution to > 800/600 			
<p>11. Using the ADMINISTRATION button in the left panel of the application the holder of the PFC Supervisor key can</p>			

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make several minor changes. Use section 8 pp 62-77 of the VPFS User Guide as reference			
12. If patients being serviced at other VPFS facilities are to be now serviced by this new station, contact should be made to the VPFS department at the losing station to have those patients transferred to the new station after the station has been created in VPFS and patients are added to the patient file. Once transferred balances can be entered and funds transferred between facilities			